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1 October 1963

MEMORANDUM FOR: Acting CIA Librarian

SUBJECT : Control of Non-CIA Cable Files

1. As discussed, the non-CIA cable files will include "S/S Telegrams" and therefore controls must be established to insure that access to the "S/S Telegrams" will be limited to CIA personnel who have a need-to-know. Generally speaking this "need-to-know" was established when the S/S telegram was initially disseminated to the requester's Office. If there is any question in determining the "need-to-know", please advise this office of the facts and a determination will be made.

2. Each S/S telegram is stamped "BACKGROUND USE ONLY" and "CIA INTERNAL USE ONLY". Care should be exercised to insure that any copy made is clearly stamped with these two warnings. In addition a record should be made of each copy furnished.

3. It is estimated that less than 10% of the non-CIA cables will be coded and microfilmed into the Intellofax System. The "S/S Telegrams" which are included should be controlled in the same manner as above.

25X1


Chief, Document Division

Distribution:

Orig & 1 - Addressee
1 - AB/DD
1 - DCB/DD
✓ 1 - DD (Chrono)
1 - Subj. File

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GROUP 1
Excluded from automatic
downgrading and
declassification